The Associated Students All Campus Transfer Association Charter

Preamble: We the students of the University of California, San Diego, through democratic participation in our representative body, the Associated Students All Campus Transfer Association (herein referred to as the ACTA), shall serve as an umbrella organization for each of the individual college transfer student associations. The organization will also plan and coordinate all campus events geared toward transfer students including assistance with but not exclusively Transfer Admit Day, Preview Day, Transfer Orientations, and Welcome Week Festivities for transfers. We hereby state the following as the principles of the Associated Students ACTA:

- To create a unifying umbrella organization to assist transfer students with the transition from a Junior College or previous institution to UCSD both socially and academically.
- To increase and initiate programming for transfer students at UCSD
- To increase representation and advocacy for transfer students in a student government at the individual college council level and at the A.S. level
- To increase awareness among the faculty, staff, and student population at UCSD of the increasing number of transfer students on our campus and the individual and collective needs of these students
- To create and maintain a web page to inform transfer students of events both on and off campus geared directly toward their needs and interests

Article I: Membership
1. The ACTA adheres to an open membership policy for transfer students
2. Members should agree to the above principles though not necessarily to the individual platforms of the ACTA
3. New members of the ACTA may vote on items upon attendance at their third subsequent meeting

Article II: Officers
1. **President/Director** will have the following responsibilities:
   a. Shall act as an ex-officio member of the A.S. Council general meetings as director
   b. Shall set the agenda and chair ACTA general body meetings
   c. Shall possess a general knowledge of the duties of each office and provide guidance accordingly
   d. Shall be the official spokesperson of the ACTA
   e. Shall assume the duties of recruitment and retention of ACTA members
   f. Shall facilitate the election of ACTA officers
   g. Shall act as a liaison to UCSD Transfer Services Committee
2. **Vice President** will have the following responsibilities:
   a. Shall oversee committees
   b. Shall oversee and compile an events calendar
   c. Shall fill in for the President in case of absence
3. **Secretary** will handle the following administrative work:
   a. Shall take the minutes
   b. Shall monitor attendance at general body meetings
   c. Shall maintain official ACTA records and correspondence
   d. Shall create a membership roster with contact information of those actively involved
4. **Treasurer** will handle the following budget and financial matters:
   a. Shall draft the ACTA’s Annual Budget by Spring Quarter, for the following year
   b. Shall facilitate membership reimbursements
   c. Shall oversee and initiate fundraising for ACTA events, programs, campaigns and efforts
5. **Public Relations Coordinator** will handle the following communication and publicity efforts:
a. Shall promote meetings and other events
b. Shall outreach to current University, College and community groups to foster increased communication and collaboration

6. **Outreach Coordinator** will handle the following communication and publicity efforts:
   a. Shall organize outreach groups with Transfer Student Services

7. **College Representatives**:
   a. Shall be a representative from each of the college transfer associations and may include but are not required to be the voting member of the college council who represents transfer views for their council
   b. As new colleges are added their transfer representatives will be incorporated

8. **Web Administrator** will handle the following responsibilities:
   a. Shall oversee internal communication through the list-serve
   b. Shall work with UCSD marketing services on web page development and update

9. **Activities Coordinator** will handle the following responsibilities:
   a. Shall oversee planning of campus wide events, on and off campus

10. **ACTA A.S. Representative** will have the following responsibilities:
    a. Shall attend all A.S. council meetings.
    b. Shall represent Transfer Students at the A.S. council meetings.
    c. Shall provide the rest of the ACTA board with a review of the A.S. council meetings.
    d. Shall organize and maintain a journal of all involved activities and procedures as a reference.

11. **Historian/Photographer** will have the following responsibilities
    a. Shall take snap-shots of transfer students at events and any social gathering.
    b. Shall give the photos taken to the web administrator to put on the website.
    c. Shall organize and maintain a journal of all involved activities and procedures as a reference.

Article III: Funding
1. The ACTA’s Annual Operating Budget is determined as a line item in the AS Council’s Executive Budget and shall include, but not be limited to funding for:
   a. Quarterly first event.
   b. General Administrative Costs
   c. Membership recruitment and retention efforts
2. The ACTA may request and receive additional funding from on and off campus organizations, departments and individuals.
3. The ACTA shall adhere to the ACTA’s Annual Operating Budget.
4. The ACTA’s Treasurer shall draft and present the Annual Operating Budget no later than second week of Spring Quarter to the AS President.

Article IV: Self-Determination
1. The ACTA has the right to self-determination and will vote on its own platform, issues and agenda
2. The ACTA reserves the right to affiliate with organizations that further the ACTA’s mission, endeavors, principles and platforms.
3. The ACTA reserves the right to officially endorse any slate, candidate or party for Associated Student, local, state or national elections with a 2/3 vote of those upon attendance at their third subsequent meeting

Article V: Appointments
1. ACTA shall appoint representatives to campus wide and external committees by a 2/3 vote under voting rules stated above.
2. Committees, departments and organizations must send official notification to the ACTA President in order to request representation

Article VI: Elections
1. ACTA Elections for the office of president shall take place by week five of Spring Quarter each year
2. All other officer positions, excluding college representatives, shall be elected by week 3 of the Fall quarter
   a. College representatives shall be appointed by their respective colleges
3. Members, who have attended at least three ACTA meetings, shall elect officers by a simple majority on paper ballots.

4. Officers officially begin their terms upon approval of A.S. Council.

5. ACTA President must be officially approved in week 6 of spring quarter by a majority vote of the A.S. Council.

**Article VII: Voting on Proposals**

1. All members of ACTA are eligible to vote on issues proposed at General Body meetings, upon attendance at their third subsequent meeting.

2. Issues will be discussed as new business and voted on as old business during the meeting following their initial proposal, unless tabled by the ACTA President for logistical purposes.

3. The ACTA Vice President shall administer the voting process on all proposals.

**Article VIII: Impeachment**

1. Should any officer of the ACTA fail to fulfill their duties, any voting member of the commission can call for a vote to impeach this officer.

2. The vote will occur at the following meeting and impeachment will require 2/3 of all members present and will be administered by paper ballot.

3. Both the individual who filed the complaint as well as the officer whom the complaint was filed against will be given the opportunity to speak before the vote takes place.

4. In the event of an impeachment of an officer, the members of the ACTA shall hold new elections following the procedures set forth in Article VI except for Article VI, Items 1 and 2.

**Article IX: Amendments**

Amendments to this charter can be made by a majority recommendation of the ACTA membership and a majority vote of the A.S. Council.

**Article X: Ratification**

Ratification of the ACTA Charter shall be by a two-thirds vote of both the A.S. Council and the ACTA.

Approved 01/15/03
Approved 11/02/05